

DEPARTMENT OF THE AIR FORCE  
Headquarters US Air Force  
Washington DC 20310-2500

ANGMS 4330

15 December 1992

**SECURITY POLICE OPERATIONS SUPERVISOR**

**1. Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirements to accomplish the tasks described in the work center description for varying levels of workload volume for the Security Police Operations Supervisor position.

**2. Authority.** AFR 207-1 and NGR (AF) 207-1 contain USAF and Air National Guard (ANG) policy and procedural guidance for the Operations Supervisor position. This ANGMS has been developed in accordance with procedures contained in AFR 25-5, May 1988.

**3. Applicability.** This standard applies to all host Air National Guard flying units providing priority B and/or C aircraft security. This standard does not apply to ANG flying units tenant to other ANG, AFRES, or USAF flying units which provide priority B and/or C aircraft protection, ANG mission support units, and ANG training sites (Alpena, MI; Gulfport, MS; Volk Field, WI; and Savannah, GA). This standard applies to peacetime operations only.

**4. Standard Data:**

- a. Classification. Type III.
- b. Approval Date. 11 Nov 91.
- c. Manpower Data Source. Staffing Pattern.
- d. Standard Manpower Equation.  $Y = 1$  (Constant Manpower).
- e. Workload Factor. N/A.

**5. Application Instructions.** This work center requires constant manpower of one position. No other application instructions apply.

**6. Statement of Conditions.** The normal hours of operation for this work center are eight hours a day, five days a week. There are no other standard of living constraints that affect the daily operation of this work center.

**PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE**

**JOHN B. CONAWAY**  
Lieutenant General, USAF  
Chief, National Guard Bureau

**OFFICIAL**

**E. DARDEN BAINES**  
Director  
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**2 Attachments**  
**1. Work Center Description**  
**2. Standard Manpower Table**

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**WORK CENTER DESCRIPTION****Security Police Operations Supervisor****DIRECT:****1. MANAGEMENT:**

**1.1. ADVISES AND COORDINATES WITH LOCAL COMMANDER.** Advises and coordinates with local commander in formulating and enforcing policy and procedure for the security of priority resources and the elimination of conditions which adversely affect the security of priority B and C resources on the installation.

**1.2. REVIEWS AFR 11-4, "HOST-TENANT SUPPORT RESPONSIBILITIES OF US AIR FORCE ORGANIZATIONS," AGREEMENT.** Reviews and approves or disapproves the security police portion of host-tenant/interservice support agreement.

**1.3. DEVELOPS DIRECTIVE.** Develops policy, procedure, plan, operating instruction, checklist, and performance standard. Researches, drafts, proofreads typed copy, and signs completed product.

**1.4. REVIEWS PLAN.** Reviews plan for accuracy and completeness. Takes corrective or approval action.

**1.4.1. REVIEWS BASE 207 PLAN.**

**1.4.2. REVIEWS RESOURCE PROTECTION PLAN.**

**1.4.3. REVIEWS CONTINGENCY ACTIVITIES PLAN.**

**1.4.4. REVIEWS INPUT TO PLAN FOR WHICH ANOTHER AGENCY IS OFFICE OF PRIME RESPONSIBILITY.**

**1.5. REVIEWS REPORT OR STATISTICAL DATA.** Reviews report or statistical data to evaluate unit effectiveness or status. Identifies exception or trend which requires management attention.

**1.6. DEVELOPS BUDGET ESTIMATE.** Develops, reviews, and submits projected requirement for funds, supplies, equipment, and facilities.

**1.7. SUPERVISES PERSONNEL:**

**1.7.1. RESOLVES INDIVIDUAL'S PROBLEM.** Counsels, aids, and acts on individual's health, morale, and welfare problems.

**1.7.2. ADMINISTERS DISCIPLINARY ACTION.** Reviews all facts and statements, coordinates with base agency or individual's supervisor, interviews or counsels individual, documents results, and determines and takes action.

**1.7.2.1. ADMINISTERS LETTER OF REPRIMAND.**

**1.7.2.2. INITIATES ARTICLE 15.**

**1.7.2.3. REVIEWS INCIDENT REPORT.**

**1.7.2.4. REVIEWS AND INITIATES UNFAVORABLE INFORMATION FILE (UIF) ACTION.**

**1.7.3. INSPECTS PERSONNEL AND FACILITY:**

**1.7.3.1. INSPECTS PERSONNEL.** Performs inspection of security police personnel.

**1.7.3.2. INSPECTS FACILITY.** Performs inspection of work center facility for adequacy of housekeeping. Identifies safety and fire hazard. Identifies equipment and facility condition requiring maintenance or repair.

**1.7.4. PERFORMS INITIAL ORIENTATION.** Conducts initial interview, makes original job assignment, and acquaints newly assigned individual with unit.

**1.7.5. RATES PERFORMANCE:**

**1.7.5.1. COUNSELS INDIVIDUAL.** Counsels subordinate on manner of performance and progress in professional development and suggests area for further growth and improvement.

**1.7.5.2. PREPARES EVALUATION.** Develops evaluation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.

**1.7.6. NOMINATES INDIVIDUAL/UNIT FOR AWARD.** Develops recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.

**1.7.7. REVIEWS RECOMMENDATION FOR AWARD OR WITHDRAWAL OF AFSC.**

**1.7.8. SELECTS PERSONNEL TO BE ARMED.** Ensures person assigned duties requiring use of firearms is emotionally stable. Identifies person whose behavior shows possession of firearms to be unwise. Completes appropriate documentation.

**1.7.9. PROCESSES AND MONITORS LEAVE.** Reviews, approves, or disapproves request for ordinary leave, emergency leave, excess leave, cancellation, and extension. Requests leave authorization number and annotates form. Certifies dates of leave and forwards appropriate form to both member and finance office.

**1.8. INFORMS PERSONNEL.** Keeps personnel informed of change affecting work priority, organizational requirement or status, and work shifts.

**1.9. REVIEWS INCOMING DISTRIBUTION.** Reviews incoming distribution for information and determines action.

**1.10. REVIEWS OUTGOING DISTRIBUTION.** Reviews outgoing distribution for completeness and accuracy and signs.

**1.11. DRAFTS COMMUNICATION.** Drafts communication from information available, including researching sources of information and proofreading typed product.

**1.12. RECEIVES AND ASSISTS VISITING OFFICIAL.**

## **2. SECURITY POLICE OPERATIONS:**

**2.1. PREPARES SHIFT OR FLIGHT DUTY SCHEDULE.** Develops and distributes shift or flight schedule depicting duty, training and appointment days for each shift or flight.

**2.2. PREPARES APPOINTMENT AND TRAINING SCHEDULE.**

**2.2.1. REVIEWS ANNUAL TRAINING PROJECTION.** Reviews six-month training projection and identifies and resolves potential scheduling conflict.

**2.2.2. DEVELOPS MONTHLY SCHEDULE.** Develops and distributes monthly schedule depicting all training and appointment commitments of unit personnel. Makes revision to the schedule or publishes a new weekly schedule as required.

**2.3. SCHEDULES PERSONNEL.** Schedules personnel for shift work, overtime work, detail, organizational duty, leave, pass, training, or compensatory time off.

**2.4. OVERSEES SECURITY POLICE ACTIVITY.** Spot-checks work in progress to ensure compliance with directives, proper supply discipline, and care of equipment. Discusses problem area and directs corrective action.

**2.5. INVESTIGATES GROUND ACCIDENT.** Investigates ground accident and writes ground safety report.

**2.6. INVESTIGATES INCIDENT.** Investigates incident and completes report.

**2.7. INVESTIGATES INQUIRY.** Investigates, gathers pertinent facts, and drafts response for Hot or Action Line inquiry, IG report, or higher headquarters inquiry.

## **3. OPERATIONS PLANNING:**

**3.1. DEVELOPS PLAN AND PROCEDURE:**

**3.1.1. PLANS AEROSPACE SYSTEM SECURITY.** Plans and directs local ground defense activity for priority B and C resources IAW AFR 207-1 and NGR (AF) 207-1, The Air Force Physical Security Program.

**3.1.2. PLANS CONTINGENCY OPERATION.** Plans and directs contingency operations IAW MAJCOM directives.

**3.1.3. PLANS SECURITY POLICE TRAINING.** Plans and directs Security Police training IAW AFR 125-28, Security Police Training, Exercise, and Evaluation Program.

**3.2. COORDINATES WORK CENTER ACTIVITY.** Informs superior of operations status and exceptions to normal conditions, coordinates with other agencies concerned when activities may affect other work centers, or when external factors affect capability.

**3.3. MONITORS UNIT INSPECTION PROGRAM.** Maintains a record of all discrepancies found during self-inspection or higher headquarters inspection and coordinates corrective measures.

**4. MEETING:**

**4.1. PREPARES FOR MEETING.** Gathers information. Organizes material needed to conduct or participate in meeting, briefing, conference, or board.

**4.2. CONDUCTS OR ATTENDS MEETING.** Conducts or attends meeting, briefing, conference, or board.

**5. UNIT TRAINING ASSEMBLY (UTA):**

**5.1. PREPARES UTA OPERATIONAL PLAN.**

**5.2. COORDINATES TRAINING SCHEDULE.**

**5.3. CERTIFIES UTA ATTENDANCE ROSTER.**

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.



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ANGMS 4330, 15 December 1992, is changed as follows:

**Page Insert Changes**

<b>Remove</b>	<b>Date</b>	<b>Insert</b>
5	15 Dec 92 (Atch 2)	5

BY ORDER OF THE SECRETARY OF THE AIR FORCE

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